

HOUSING DRAW REQUEST – DOCUMENTATION ORDER

In order to expedite the review and approval of Activity Level Housing Draw Requests, please refer to the order listed below based on the “type” of Payment being requested.

Housing Activity Draw Requests should be submitted in a single PDF, with documents in the order outlined. If you have any questions, please contact David Jackson by email:

david.jackson@glo.texas.gov.

Interim Draws: (All Activity Level Draws submitted prior to Final Construction Costs.)

Please submit a single PDF with all applicable information in the order below. (Skip over any items that are not included in a particular draw request.)

1. Activity Draw Request Checklist (Form 16.07)
2. Itemized invoices from Building contractor
3. Building Contractor’s Request for Payment (Form 11.04)
4. Progress Inspection Report (Form 11.10)
5. Interim Lien Waiver (Form 11.22)
6. Soft Cost Billings – Such as Itemized Invoice data and amount from Building Contractor and other vendors billing soft costs.

Final Draws: (Final Contract Costs submitted prior to Retainage Request)

Please submit a single PDF with all applicable information in the order below. (Skip over any items that are not included in a particular draw request.)

1. Activity Draw Request Checklist (Form 16.07)
2. Itemized invoices from Building contractor
3. Building Contractor’s Request for Payment (Form 11.04)
4. Final Inspection Report (Form 11.03)
5. Final Bills Paid Affidavit (Form 11.08)
6. Final Lien Waiver (Form 11.23)
7. Contractor and Subcontractor Activity Report (HUD-2516)
8. Homeowner Insurance Documentation
9. Compliance Certification form
10. Soft Cost Billings – Such as Itemized Invoice data and amount from Building Contractor and other vendors billing soft costs.

Retainage Draws: (Should be the last Draw Submitted against any individual Activity)

Please submit a single PDF with all applicable information in the order below. (Skip over any items that are not included in a particular draw request.)

1. Activity Draw Request Checklist (Form 16.07)
2. Itemized invoices from Building contractor
3. Building Contractor’s Request for Payment (Form 11.04)
4. Final Inspection Report (Form 11.03)
5. Final Lien Waiver (Form 11.23)
6. Project Completion Report
7. Insurance Documentation
8. Final Soft Cost Billings – Such as Itemized Invoice data and amount from Building Contractor and other vendors billing soft costs.